Work Instruction

DIRECTIVE NO.	270-WI-5310.4.1I	**APPROVED BY Signature:**	*Original signed by*
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EXPIRATION DATE:	September 9, 2013	**TITLE:**	Chief, Information and Logistics Management Division

COMPLIANCE IS MANDATORY

Responsible Office: 270/Information and Logistics Management Division

Title: Identification and Traceability of Project Parts

PREFACE

P.1 PURPOSE

This procedure describes the process for the identification and traceability of electrical, electronic, electromechanical (EEE) parts and mechanical hardware requisitioned for space flight projects or maintained in the Project Parts Stores Stock inventory.

P.2 APPLICABILITY

This procedure applies to all electrical, electronic, electromechanical (EEE) parts and mechanical hardware used in scientific and ground support material and equipment for space flight projects and ground support systems which are covered under the scope of the Goddard Space Flight Center (GSFC) Management System (MS) Policy. Identification and traceability of these products is managed by the Code 273, Supply and Equipment Management Branch and supported by the Project Support team of the Code 279 logistics services contractor.

P.3 REFERENCES

a. GSFC-WM-001, Workmanship Manual for Electrostatic Discharge Control
b. ESD Association recommended, Standard for the Development of an ESD Control Program, ANSI/ESD S20.20
c. Federal Cataloging Handbook
d. Federal Item Name Directory, H2, Approved Item Names
e. Federal Supply Classification – Groups and Classes
f. NPR 4100.1, NASA Materials Inventory Management Manual
g. GPR 1440.8, Records Management
h. GPR 1710.1, Corrective and Preventive Action
i. GPR 5310.4, Identification and Traceability of Products
j. GPR 5340.2, Control of Nonconformances
k. GSFC Form 4-31, GSFC Non-conformance Report
l. GSFC Form 20-7, Stores Stock Requisition
m. 270-FORM-0006, Transportation Pickup Ticket

P.4 CANCELLATION

270-WI-5310.4.1H, Identification and Traceability of Project Parts

P.5 TOOLS, EQUIPMENT, AND MATERIALS

a. Desktop computer capable of interfacing with the Advanced Materials Management System (AMMS)
b. Desktop computer capable of interfacing with the Fed Log/CD Fiche System
c. Commercial Catalogs and Publications

P.6 SAFETY PRECAUTIONS AND WARNINGS

Electrostatic Discharge Sensitive (ESDS) material shall be handled in the manner prescribed in GSFC-WM-001.

P.7 TRAINING

Certification is required in order to handle any material classified as Electrostatic Discharge Sensitive (ESDS), as guided by GSFC-WM-001, Workmanship Manual for Electrostatic Discharge Control. The Code 279 Project Parts Warehouse Supervisor is responsible for notifying the Code 279 Supply Operation Branch Manager that re-certification is needed as the current certification nears expiration.

P.8 RECORDS

Quality Record Title	Record Custodian	Retention
Material Test Data	Project Parts Warehouse Supervisor	*NRRS 5/31A (Destroy 3 years after completion of final production order to the related component.)
Chemical/Physical Data	Project Parts Warehouse Supervisor	*NRRS 5/31A
GSFC 20-7, Stores Stock Requisition	Material Coordinator	*NRRS 1/94A (Destroy 2 years after fiscal year in which completed)
Issue Documents	Project Parts Tech/Warehouseman	*NRRS 4/6A (Destroy when 2 years old)

**NRRS – NASA Records Retention Schedules (NPR 1441.1)*

P.9 METRICS

There are no metrics associated with this instruction.

P.10 DEFINITIONS

a. Electro-Static Discharge (ESD): A transfer of an electrostatic charge (static electricity) between objects at different (electrostatic) levels. It is caused by direct contact or induced by an electrostatic field. ESD has the "potential" to damage sensitive electronic parts if not dissipated properly.

b. ESD Material: Material that is sensitive to electro-static discharge and could be damaged by it. Special Handling is required.

c. Part Identification: The identification of parts and materials from initial receipt through release to the customer. Identification will include stock number and part number.

d. Part Traceability: The ability to trace the history or location of an item by means of recorded identifications. It may relate to the manufacturer or distributor of parts, the product processing history, or the distribution and location of the material after receipt.

e. Federal Supply Classification: A system developed in the Federal Cataloging System for use in classifying items of supply. The structure of the FSC consists of groups subdivided into classes of commodities with respect to physical or performance characteristics.

f. Project Parts: EEE parts or mechanical hardware that are obtained by the Code 279 Project Support team for distribution to projects. These parts may be used by the projects for engineering and/or flight equipment.

g. The names "Project Support," "Code 279, Project Support team," and "Project Support team" are interchangeable and refer to the Code 279 section that supports the Center, NASA programs and projects related to mission requirements.

INSTRUCTIONS

In this document, a requirement is identified by "shall," a good practice by "should," permission by "may" or "can," expectation by "will," and descriptive material by "is."

1. General Information

The effectiveness of all logistics management functions depends on proper material identification. The fundamental logistics functions of procurement, storage, distribution, accounting, inspection, shipping, and disposal are interdependent and cannot be effectively managed unless there is a single material identification language that is understood by all users of the system. This section contains procedures and responsibilities applicable to the identification and traceability of material within the Code 270, Logistics Management Division and is in conformance with GPR 5310.4, Identification and Traceability of Products.

1.1 Supply Operations Branch Manager

The Code 279 Supply Operations Branch Manager is responsible for the overall supervision of all activities and personnel related to the procurement, handling and custody of EEE parts and mechanical parts in support of GSFC and other NASA Centers and Projects.

1.2 Project Support Team Responsibilities

a. Expedites priority requests to eliminate project work stoppages.

b. Process all incoming requests for materials including those submitted electronically through AMMS, those submitted on a GSFC EEE Parts Requisition form, and those submitted via a GSFC Form 20-7, Stores Stock Requisition.

c. Identifies mechanical hardware and prepares realistic commercial descriptions for local purchase items by researching technical publications, drawings, commercial catalogs, stock lists and interaction with project engineers, as required.

d. Prepares local cataloging data on Non-National Stock Number items by using guidance furnished in Department of Defense (DOD) publications and Defense Logistics Information Services.

e. Provides research assistance to other Material Coordinators/Buyers, Warehouse, Receiving and Inspection personnel.

f. Provides technical item identifications, develops and maintains catalog data and stock records, and maintains the technical reference library, as required.

g. Assigns Logistics Systems (LS) specific item characteristics coding for local stock numbers.

h. Maintains manufacturer Material Safety Data Sheets (MSDS) on file for ready access, as applicable, for items stored in warehouse.

1.3 Quality Control Process

The Goddard Logistics Services Contract (GLSC) research and cataloging operation will be evaluated on the effectiveness of the day-to-day cataloging support for the GLSC, identification of items, and preparation of technical and cataloging data for entry into the GSFC logistics computer system. Also included is the development and implementation of quality control processes for the areas noted below to ensure that they are checked on a periodic basis and conform to Agency standards as specified in NPR 4100.1.

Specifically, the research and cataloging operation will be evaluated on the performance of the following functions:

a. Ensures that the technical and cataloging database is accurately maintained, and that an adequate range and depth of technical and cataloging publications are on hand to meet mission requirements.

b. Adheres to DOD, GSA, and NASA cataloging regulations and procedures.

c. Handles customer requests for research and cataloging.

d. Provides effective cataloging support for the acquisition, storage, and delivery of EEE parts and mechanical hardware for which Code 270 is providing reimbursable or dedicated support.

The Project Support team lead will routinely inspect each area reflected above to ensure conformity to established standards and performance criteria. Where errors, omissions, or performance is below standard the Project Support team lead will provide the necessary training and retraining, of individuals, to bring the performance within acceptable limits. If necessary, the Project Support team lead will schedule additional employee training with the AMMS functional analyst. The Project Support team lead will notify the Supply Operation Branch Manager for follow-up guidance when continued failure to meet acceptable standards is observed.

2. Identification

Stores stock items cataloged at GSFC should include descriptive and technical data that is structured for the average customers use.

2.1 Cataloging New Items

Each item-of-supply at the GSFC must be cataloged with a unique identification that includes an item name, item identification, item classification, and a stock number. The preferred sources of catalog data to be used when loading a new item are the Federal Cataloging System (FCS).

2.2 Item Name

Each item in the GFSC inventory is identified by only one item name. The first step in cataloging a new item is to designate the name. The different types of item names are discussed below:

2.2.1 Colloquial Name

These are included for information in the Federal Item Name Directory (FIND) (H-2). An example of a colloquial name is thermistor versus the Approved Item Name (AIN) of Resistor, Thermal. Oftentimes, the only difference between the colloquial name and the AIN is the word sequence.

Standard catalog practice is to place the most important word at the beginning of the name with modifiers following in descending order of importance.

EXAMPLES:

Colloquial	Approved
Shrink Tubing	Insulation Sleeving

The colloquial name is used to assist catalogers in finding the AIN using H-2. Often, one colloquial name is indexed to several AINs.

2.2.2 Part Name

This is a name given to an item by its manufacturer or cataloger when no AIN exists in the FIND.

2.2.3 Basic Name

This is a single noun that establishes the basic concept of the item. The basic name may also be the AIN when it clearly establishes a single concept of the item. Normally the first word of the AIN is also the basic name, and will be printed on documents when space limits the number of characters.

2.2.4 Approved Item Name (AIN)

The AIN is the name that is selected and approved by DLSC as the official designation for an item-of-supply. It may be a basic name or a basic name followed by modifiers necessary to differentiate between items having the same basic name. When two or more names are applicable to an item, the name that is most commonly used by the Government and industry is selected as the Approved Item Name and the other name(s) are cross-indexed to the selected names. Approved Item Names are always shown in all uppercase letters in writing and in Cataloging Handbook H-2, Federal Item Name Directory.

For specialized or proprietary items where the name is governed by the design or function of the item, and no AIN exists, the colloquial or part name may be used. The use of copyrighted or trademarked names such as Kleenex, Xerox, Kodak, etc., should be avoided. Product names that have become part of our language may be used. Examples are neon, nylon, zipper, etc.

2.3 Item Identification

The second step in cataloging a new item is describing its essential characteristics in terms of form, fit, function, and physical attributes. If the item can be described in its physical, mechanical, electrical, chemical, dimensional, and performance characteristics we are using the descriptive method. If the item can only be described by its part number and technical data such as blueprints and drawings, this technique is known as the reference method.

2.3.1 Descriptive Method (DM)

An item-of-supply having an AIN is cataloged using a Federal Item Identification Guide (FIIG). The FIIG is a uniform cataloging tool for describing items in a standard manner and sequence to insure a consistent wording of characteristics data.

2.3.2 Reference Method (RM)

The Reference Method of item identification, when used for identifying items-of-supply, relies on "reference" to the appropriate manufacturer(s) part number(s). Descriptive characteristics are not actually recorded but are inherent or implied in the recorded part number(s) for the item. The RM is used in specific commodity areas where the collection and recording of descriptive characteristics would serve no useful purpose or when the manufacturers technical data (blueprints, drawings, specifications, standards, etc.) are not available to the Government.

The descriptive method is preferred because it is less likely to result in multiple NSNs/LSNs being assigned to the same item-of-supply.

2.4 Item Classification

The third step in establishing the characteristics of an item-of-supply is determining its relationship to other items in the system. The Federal Supply Classification (FSC) provides, by specific definition, uniform commodity groups and classes for all items-of-supply. One systematic method of classifying and grouping related items-of-supply makes it possible to operate and manage the logistics system more economically and efficiently.

2.4.1 Federal Supply Classification

Each item-of-supply is assigned to a unique four-digit class. An item is classified either by "what it is" (bolts in the bolt class, electron tubes in the electron tube class) or "where it fits" (typewriter platen with the typewriter).

Most "specially-designed" items are classified in the same class as their "higher assemblies" in the absence of an existing applicable class. For example, in the absence of classes specifically covering semiconductor devices and associated hardware, such as “Probtest Chips.” They would be in the same stock class as 5961.

The FCS currently includes 78 major families known as Federal Supply Groups (FSG). Each of these groups is assigned a two-digit number.

Federal Supply Classification Classes: Each FSG is divided into classes, making a four-digit code. For example, FSG 53 - Hardware and Abrasives, is divided into classes as follows:

a. 5305 - Screws
b. 5306 - Bolts
c. 5307 - Studs
d. 5310 - Nuts

Refer to the H2 series handbooks for a complete listing of FSCs.

The NASA Supply and Equipment Management Officer (SEMO) ensures uniform application of the rules and principles for all items of supply in NASA inventories. The inventories are identified by inventory type accounts related to specific federal supply classification groups that are maintained and recorded under materials inventory type accounts. Example: 1204-5905 (See Attached)

2.5 Project Part Stock Number Assignment

The fourth step in the process of item identification is the assignment of a stock number. Each item-of-supply is assigned a different 13 digit stock number. Local stock numbers (LSN) will normally be assigned to items cataloged by the Project Support team.

2.5.1 NSN Construction

The NSN is the name for the 13-digit number used in all U.S. Government material management functions.

The first 4-digits indicate the FSC. The FSC relates like items of supply and conversely separates unlike items of supply.

The next 2 digits show the National Codification Bureau (NCB) code. This code identifies the NCB that assigned the 7-digit "item identification number" to the item-of-supply. The United States has been assigned two NCB codes. The U.S. NCB Code "00" (numeric) was inserted in all Federal Stock Numbers (FSNs) assigned prior to 31 March 1975, and "01" is included in all NSNs assigned by the U.S. NCB after 31 March 1975.

The remaining 7 digits show the non-significant, serially assigned, "item identification number" assigned to the item of supply by the NCB.

The last 9 digits (i.e., the 2-digit NCB and the 7-digit "item identification number") are the official U.S. National Item Identification Number (NIIN). Each NIIN is permanently assigned to only one item of supply and remains with that item as long as it is used in the Government supply system.

2.5.2 LSN Construction

A LSN may be assigned to an item-of-supply at GSFC under the following conditions:

a. No NSN is assigned; or
b. An NSN is assigned and:

(1) The item is a form or is used to account for demurrage charges, fuel, laundry, etc. (use FSC 0000)
(2) The Acquisition Advice Code (AAC) indicates that the item may not be requisitioned.
(3) The Phrase Code (PC) indicates that the item may not requisitioned.

Even in cases where the AAC and/or PC indicate that the item may not be requisitioned, it is generally preferable to use the NSN and assign a GLSC Procurement Source Code of "L" to designate the source of supply as local procurement. The LSN is constructed as follows:

1-4	Assign the FSC based on item name
5-6	NCB code is always "00"
7-9	Use "E99" for LSNs assigned during 1999, etc.
10-13	Assign a sequential serial number, starting with 0001 each calendar year

Example: 5975-00-E99-0729 - Strap, Tie down Electrical

LSNs are assigned by the Project Support team using a local stock number control register that also documents the FSC, Manufacturer Part Number, Nomenclature, Cost, and the coordinator's initials.

2.5.3 New Item Loads

Entering the new item identification data, characteristics codes, and management data is accomplished using the on-line data entry screens for the Advanced Materials Management System (AMMS).

2.6 Catalog Data Maintenance File

The manual and automated catalog data files are the central repositories for logistics intelligence information. The data in these files are used by GSFC customers and all functional areas for ordering supplies, procurement, receiving, storing, accounting, issuing, and shipping. Invalid data in the catalog files can severely reduce the productivity of our logistics operations. Therefore, it is very important that we strive to keep this data as accurate as possible.

2.7 General

Information about changes in characteristics coding and management coding is obtained from a variety of sources including Federal Supply System transactions from DLSC, vendors, Government and commercial catalogs, and customers. Maintenance of the GSFC automated catalog data files includes additions, deletions, and revisions to the records. This maintenance must be done as required.

Changes and updates to the reference library of catalogs, technical manuals and other documents should also be done when changes are received. Failure to update the reference library may result in delays in procurement, receiving, and shipping. Maintaining an accurate database will also reduce the number of research requests.

2.8 Project Part Stock Number Consolidation

A stock number consolidation occurs when duplicate items are identified with two different stock numbers. Once notified of the duplication, Project Support will research the preferred stock number, and verify that the descriptions and part numbers match along with the quality assurance codes and then proceed to inactivate the duplicates.

2.9 Inactivating a Stock Number

Periodically, it becomes necessary to rescind a stock number due to obsolescence, changes in characteristics, unit of issue, or inactivity. Whenever it becomes necessary to rescind a stock number, the Material Coordinator will inactivate the stock number in the Master Item List of the AMMS, and ensure that the "Part Number" block of the stock number record includes the word "inactive" and remove the item from the Master Price list.

2.10 Unit of Issue and Price Change Adjustments

Occasionally, it is necessary to make price changes on an item. When it is discovered that a price or change is necessary, Project Support will research, review and make the adjustments in the system. Once a unit of issue has been established for a stock number it cannot be changed in AMMS. When a unit of issue needs to be changed, the Material Coordinator will research and validate the change, assign a new stock number with the corrected unit of issue, and inactivate the incorrect stock number in AMMS.

2.11 Request or Verification of Information

Inquiries for part number, description, price, unit of issue, substitutability, noun, stock number, shelf life, space flight qualified parts, procurement and changes to item records, that require the completion and submission of a Material Coordinator Assistance Request Form, 270-FORM-0118, will be made to the Project Support team.

3. Traceability

3.1 Tracking Items Purchased for Direct Turn Over

Each item-of-supply procured by Project Support for direct turnover to the customer can be traced through AMMS. In addition a signed customer receipt for the item will be maintained on file. The Project Support Team shall maintain supplier and purchase order information.

3.1.1 Advanced Materials Management System (AMMS)

Using the assigned stock number, along with item requisition number, the status of an item-of-supply may be traced by properly accessing AMMS. The Supply Operations Branch Manager must approve access to AMMS.

3.1.2 Quality and Test Documentation

All documentation relating to the quality and testing of parts, including Material Test Data and Chemical/Physical Data (i.e., A, B, C data or Certificates of Conformance), will accompany the item at the time it is turned over to the customer and will not be retained further by Project Support unless specifically requested by the project. Project Support will maintain a copy of all certification

documentation for parts while they remain under the inventory and storage control of the Project Support Team.

3.1.3 Distribution

Material received for direct turnover is normally processed through Project Parts Receiving, but as directed, can be processed through Central Receiving. After processing it through AMMS, the material will be sent to the customer using an AMMS general pick slip and GSFC Transportation Pickup Ticket 270-FORM-0006. A copy of the pick slip indicating the receiver's signature shall be retained on file.

3.2 Tracking Items Purchased for Project Parts Stores Stock

3.2.1 Quality and Test Documentation

Quality and test data records will be maintained in Building 16W in accordance with GPR 1440.8 Records Control. These records are available for review by customers but cannot be removed from the premises. Copies of the quality and test data will be provided when requested.

3.2.2 Warehouse Location

Tracking Project Parts Stores Stock Inventory can be accomplished through use of AMMS, the Master Location Listing, or physical examination of the warehouse location. All material under the control of the Project Support team, with the exception of material for direct turnover, is stored in the Bldg. 16W warehouse, Room S200.

3.2.3 Distribution

The Project Parts Warehouseman distributes material from the Project Parts Inventory. Upon receiving a pick issue document, the warehouseman pulls the material and ships it to the customer using two copies of the issue document and a GSFC Transportation Pickup Ticket 270-FORM-0006. The delivery driver returns a signed copy of the issue document. This issue document shall be retained in the Project Support Documentation File.

4. Disposition and Report of of Non-Conforming Material

When products or services within the scope of the MS are found to not meet specifications, a major or minor Nonconformance Report (NCR) is prepared following the general guidance provided by GPR 5340.2 and the provisions of this section. Typical examples of major nonconformances that must be reported include the results of damage discovered during storage and issue, defective services that result in damage, customer complaints and discrepancies found as a result of audits. Systematic and pre-launch product nonconformances require corrective action determination and implementation in accordance with GPR 1710.1. Minor nonconformances are those discrepancies that do not meet the thresholds described above, but do require careful consideration and, in some cases, follow-up action. Examples of minor non-conformances are simple kind and count receiving

discrepancies, missed delivery dates which have no operational impact and minor deviations from internal processes or specifications which have no effect on the quality or timeliness of final product delivery. This applies to Code 270 personnel as well as individuals or organizations that provide equipment or services to Code 270 and covered by the scope of the MS.

4.1 Nonconformance Management

4.1.1 Systematic Nonconformances

The overall Nonconformance Lead (NCL) for the activities in this work instruction is the Code 273 Supply and Receiving Team Lead. The NCL serves as the principal point of contact within LMD responsible for the management and proper functioning of the nonconformance process in that functional area, provides technical oversight and identifies nonconformance trends that may require changes to existing policies or procedures, and reports significant issues to higher management. The NCL is also responsible for reviewing and processing Nonconformance Reports (NCRs) received from any source as well as directing and documenting corrective actions taken in response to NCRs. The primary documentation for these activities shall be created in the automated Audit/NCR System, which is accessed via the GSFC MS website.

4.1.2 Pre-Launch, Product Nonconformances

Pre-launch product nonconformances shall be documented in the PR/PFR system. PR/PFR numbers shall be cross-referenced on the applicable Work Order Authorization (WOA) in accordance with GPR 5330.1 and GPR 4520.2. Until such time as software is integrated with hardware, software nonconformances shall be documented in controlled local systems if the PR/PFR system is not used. Unless otherwise specified by the project Product Design Lead (PDL) , Code 270 personnel will input to the PR.PFR system as a “Guest User”. Any follow-on actions will be directed on a case-by-case basis by the PDL

4.1.3 Minor Nonconformances

There is no single method for documenting and dispositioning minor nonconformances. All minor nonconformances shall be recorded in an approved record, and, the cognizant supervisor or manager shall review the documentation and determine the most appropriate disposition. In those instances when a close out action is necessary, it will also be annotated in an approved record. In the case of this work instruction, nonconformances are primarily discovered during actual Procurement of Project Parts, Greenbelt, operations.

4.2 Systematic Nonconformance Initiation and Disposition

After the NCL reviews an NCR, the NCL shall request and/or develop disposition recommendations. For most shipments, this will be an internal process. In the case of services provided directly under the direction of operational Projects, the appropriate Project personnel shall be consulted. In some cases, the

Project may assume control of the Audit/NCR process. In those cases, the NCL will update the NCR to show this transition. In all other cases, the NCL shall lead the NCR disposition process.

Once the review is complete, the NCL shall input the disposition into the Audit/NCR System. In cases where policy may be affected, the LMD management shall be consulted prior to completing the disposition process. If no corrective actions are required, the NCL shall close out the NCR.

4.3 Systematic Nonconformance Corrective Actions

If resolution of the NCR involves initiation of corrective action, the NCL shall continue to update the NCR with Root Causes, Actions Taken and Remedial Actions if and when they are part of the corrective action process. Upon completion of all corrective actions, the NCL shall close out the NCR. In some cases corrective actions will point to other nonconformance issues that need to be resolved. If this happens, the NCL shall create a follow-on NCR, and the process will begin again.

Attachment I
Materials Inventory Type Accounts

FSC	MAC	FSC	MAC
10-12	07	67	14
13	05	68	02
14-29	12	69	08
30-31	06	71-72	13
32-34	07	73	08
35-37	08	70-74	13
38-39	06	75-76	13
40-41	06	77	08
42	08	79	08
43-46	06	80	07
47-48	15	81	08
49	06	83	07
51-52	07	84-89	08
53	09	91	05
54	06	93	07
55-56	01	94	07
58-60	04	95	11
61-63	03	96	11
65	08	99	08
66	10		

CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	1 Oct 98	
A	1 Feb 99	- Adds information to section 4 on Quality Records. - Adds section 8.3 on Non-conformance Reporting
B	27 Apr 99	- Inserted P8 Cancellation. Renumbered P8 to P9. Renumbered all subparagraphs - 9.3.1 Update NCR organization with correct project name and lead designation. - 9.3 Add wording to indicate that all audit discrepancies will be documented with an NCR - Miscellaneous editorial changes to improve clarity
C	1 June 99	- Modified P4 to identify Record Retention Schedule
D	13 Aug 99	- Modified 9.3 to provide for both major and minor non-conformances.
E	10 Feb 00	- Changed reference NHB 4100.1D to NPG 4100.1D - Changed the web site for the automated NCR/CAS system to http://ncr.gsfc.nasa.gov.
F	23 Dec 02	- Converted to most recent WI format template. - Updated website to include slash at the end. - Modified positions of Researcher, Cataloger, and Inventory Manager to “Material Coordinator” - Modified P7. to include ESD certification and AMMS training - Modified 1.2a to say, “all mechanical part first time requirements.” - Dropped “EEE” from 1.2b. - Corrected 2.2.1 Example. - Added “for mechanical parts” to 2.14 - Add to P3 Federal Supply Classification – Groups & Classes - Delete from P5 all Federal Cataloging System Products and Federal Supply Catalog - P7 delete AMMS training - P8 delete word “Material” - 1.0 Add statement “in conformance with GPG 5310.4” - 1.2 Delete “research” add “project” - 2.3.1 delete “MILSTICCS coding” - Substitute Material – delete section

Revision	Effective Date	Description of Changes
		- 2.12 Shelf Life - Coding delete section - 2.14 Creation of Stock Numbers – delete section - 3.2 Tracking Items Purchased for Stores Tock –delete section - Section 4.1.1 Major Non-conformance change the Sub Project Administrator (SPA) to Non-conformance Lead (NCL)
G	4 Feb 05	• As directed during the FY04 Center Rules Review, the Responsible Office modified this document to remove requirements that were no longer needed and to clearly distinguish requirements from supporting information. Administrative changes were made throughout to correct responsible organization names and codes, and to re-title Goddard Procedures and Guidelines (GPG) to Goddard Procedural Requirements (GPR) and NASA Procedures and Guidelines (NPG) to NASA Procedural Requirements (NPR). • Updated Section 4– Nonconformace Management
G	14 May 06	• Administratively updated to reflect a change in the owning organization code from 230 to 270.
H	09 Sept. 08	• Changed all references from the Quality Management System (QMS) to the Management System (MS) to coincide with Center changes. • Added WM-001A, Workmanship Manual for Electrostatic Discharge, to the References and Training sections. • Updated reference number and title from GPR 1440.7 to GPR 1440.8, Records Management, to coincide with Center changes. • P8 Records Section – changed custodian to the Project Parts Warehouse Supervisor and corrected retention schedules for the GSFC 20-7 and Issue Documents. • Section 2.11 – updated reference from PUR-03 to the new 270-FORM-0118 Material Coordinator Assistance form. • Section 4 – revised non-conformance reporting section to coincide with updated Code 270 procedures for handling non-conformances.
I	17 Aug. 09	• Administrative changes to delete all references to NASA-STD-8739.7 and the NCR/CAS System, which are both obsolete.